

Transition Planning Conference Tools and Resources

TRANSITION PLANNING CONFERENCE (TPC) AGENDA FOR PART C

Child: _____ Meeting Date: _____

Birthdate: _____ District: _____

1 - Welcome and Introductions

2 - Purpose of the TPC

- The purpose of the transition planning conference is to support the family in understanding the transition process and help make the transition from the Birth to 3 Program to the school district special education services as seamless as possible for the child and family.
- Relationships matter. By the end of this conference, everyone will know each other better, have a greater awareness of how we can potentially serve you and your child, and have sufficient information so that everyone can collaboratively move forward with the next steps in the transition process.

3 - Family Introduces Their Child

- Consider: personality, interests, strengths, challenges, favorite people, and activities
- Your hopes & dreams for your child
- Where your child spends most of their day
- Your concerns

4 - Birth to 3 Program Shares Knowledge About Child

- IFSP review/updates
- Most recent assessment data
- Child strengths
- Concerns

Transition Planning Conference

Tools and Resources

5 - The School District

- Explains evaluation, eligibility, and IEP processes and timelines
- Explains parents' role during the processes
- Provides procedural safeguard information and contact information to the family
- Requests signatures for consent to share information
- Questions of the family
- Questions from the family

6 - Any Additional Participants _____

- Explanation of the program (purpose, eligibility & process - how program does its work for the child and family, etc.)
- Current information about the child (if applicable)
- Questions of the family
- Next steps

7 - Questions

- Family
- School District
- Additional Participants

8 - Summary/Notes

- Summary of what transpired during the TPC
- Next Steps: for the family, the school district, the Birth to 3 Program, and additional participants